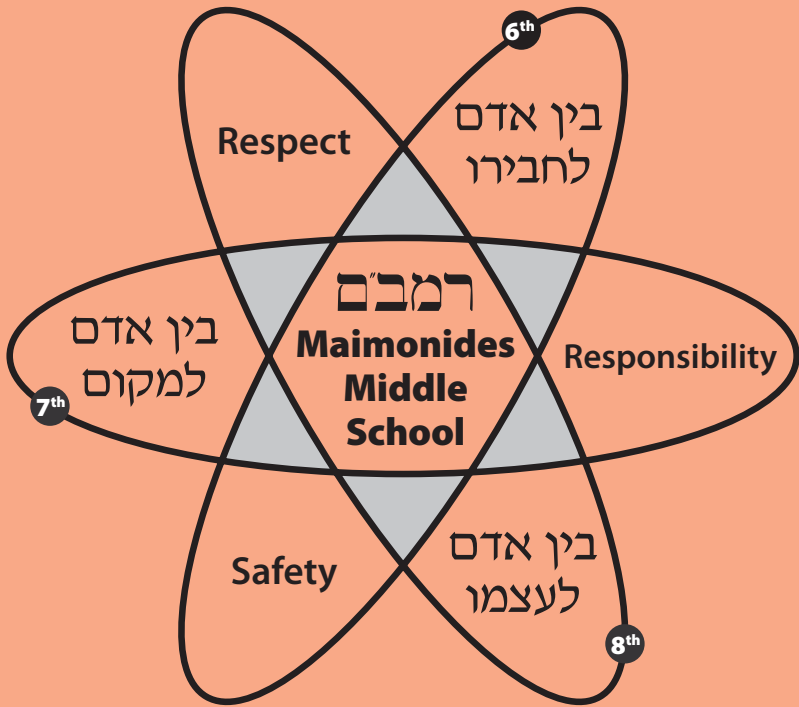


# רמב"ם Maimonides School



## Middle School Parent/Student Handbook

2011-2012

תשע"ב

## FREQUENTLY CALLED PHONE NUMBERS

Main Number	(617) 232-4452	
Middle School Office	x 200	
Middle & Upper School Fax	(617) 566-2061	
Business Office Fax	(617) 566-0933	

Assistant Principal for the Middle School	Brian Cohen	x 201
Middle School Administrative Assistant	Karen Bell	x 200
Judaic Studies Principal	Rabbi Yaakov Jaffe	x 121
General Studies Principal	Judith Boroschek	x 118
Assistant Principal	Rabbi Dov Huff '00	x 209
Consulting Psychologist	Dr. Steve Millman	x 169
Middle School Social Worker	Ashley Marx	x 206
Learning Center Director	Brenda Hefter	x 106
Director of Athletics	Hal Borkow	x 112
Student Activities Coordinator	Sara Herst	x 128
Office Administrator / Registrar	Deborah Rothman	x 100
Nurse (Saval Campus)	Robin Shuman	x 406

## GRADE DEANS

Grade 6 Dean	Stephanie Samuels	x 254
Grade 7 Dean	Jack Fidler	x 205
Grade 8 Dean	Aliza Baronofsky	x 207

## DEPARTMENT CHAIRS AND COORDINATORS

English Dept. Chair	Jonathan Hartt	x 140
Math Dept. Chair	Mike Schockett	x 129
Science Dept. Chair	Dr. Jerald Halpern	x 132
Social Studies Dept. Chair	Roberta Wright	x 116
World Languages Dept. Coordinator	María Guzmán	x 123
<i>Rakezet Ivrit</i>	Galit Grutman	x 137
Talmud Dept. Coordinator	Rabbi Dov Huff '00	x 209

הגיד לך אדם מה טוב ומה ה' דורש ממך  
כי אם עשות משפט ואהבת חסד  
והצנע לכת עם אלוקיך (מיכה ו': ח')

**It hath been told thee, O man, what is good,  
and what the LORD doth require of thee: only to do justly,  
and to love mercy, and to walk humbly with thy God (Micah 6:8)**

Dear Parents and Students,

Following in the footsteps of Rabbi Dr. Joseph B. Soloveitchik, zt"l, we aspire at Maimonides towards several goals simultaneously. First and foremost, we aspire to educate students towards becoming Torah-observant Jews who are knowledgeable about our tradition, and desire to play their role in its 3000-year-old history.

Secondly, we aspire to educate our children to behave and act in a manner that will bring them admiration and respect from their peers and society wherever they go, and will testify that they are worthy students of the "man of kindness", *Avraham Avinu*.

Finally, we aspire to accomplish the above alongside the well-founded reputation for scholastic excellence that Maimonides has deservedly acquired for itself. This high standard can only be accomplished through effort and consistency.

The handbook you are holding helps establish the guidelines through which we, the Maimonides family, can achieve the goals set forward for us years ago by Rav Soloveitchik. Together, we can maintain the tradition of excellence that began in 1937 and has continued through the decades to this day.

Please read this handbook together with your children. Discuss with them what a healthy Jewish education comprises, and how the guidelines in the handbook help accomplish this goal. We view ourselves at the school as full partners with you in this process.

With best wishes for a productive and successful year,



Brian Cohen  
Assistant Principal for the Middle School



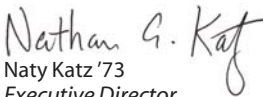
Rabbi Dov Huff  
Assistant Principal



Rabbi Yaakov Jaffe  
Judaic Studies Principal



Mrs. Judy Boroscchek  
General Studies Principal



Nathan G. Katz  
Executive Director

This handbook is designed to provide general guidance for school families and students about current school policies and programs. We reserve the right to amend, delete, or alter any of its contents as necessary. Maimonides families must understand that the statements contained in this handbook do not constitute a contractual undertaking on behalf of Maimonides School.

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## INTRODUCTION

Welcome Middle School families! Please familiarize yourselves with the information and policies contained in this handbook, in order to facilitate a productive and successful school year for your child and your family.

To our Middle School students, let this handbook be your guide, and always remember that your administrators, teachers, and Grade Deans are here to help you succeed. Get to know us and let us get to know you!

## Who's Who at Maimonides

### The All-School Administrative Team (ASAT)

Together, the All-School Administrative Team directs and manages all academic programs and operations of the school and is collectively responsible for student welfare and academic progress.

**Nathan Katz**, *Executive Director*, leads all academic and business operations of the school; chairs ASAT; supervises the principals; and reports to the Board of Directors.

**Judy Boroschek**, *Middle & Upper School General Studies Principal*, oversees all General Studies faculty, programs, curricula, professional development, supervision and evaluation, and student progress in the Middle and Upper School.

**Rabbi Yaakov Jaffe**, *Middle & Upper School Judaic Studies Principal*, oversees all Judaic Studies faculty, programs, curricula, professional development, supervision and evaluation, and student progress in the Middle and Upper School, with a special focus on religious life.

**Brian Cohen**, *Assistant Principal for the Middle School*, directs the Middle School along with Rabbi Huff.

**Rabbi Dov Huff**, *Middle & Upper School Assistant Principal*, assists the Principals in all aspects of school management, with a special focus on student life in the Upper School, and as the religious leader of the Middle School.

**Brenda Hefter**, *Director of Student Support K-12*, oversees all student academic support.

**Barry Ehrlich**, *Director of Curriculum and Instruction, Grades K-12* oversees curriculum reviews, instruction, and faculty professional development for all grades.

**Rabbi David Saltzman** and **Reena Slovin** are the Principal and Associate Principal of the Elementary School (Gr. K-5).

### Admissions

**Ariella Brunwasser**, *Director of Admissions*, handles all matters related to student recruitment and admission to the school.

**Maryn Herberg**, *Admissions Assistant*, supports the Director of Admissions.

## Operations

**Mervin Alge**, *Director of Operations*, is responsible for buildings and grounds, security, buses, nurses and logistics for school events. Our maintenance and custodial staff all report to Merv, as well as the security and cleaning service companies.

**Chris Russell**, *Director of Technology*, supports and maintains hardware, software and networks throughout the school including voicemail and email.

**Clinton Ray**, *Facilities Manager*, supervises the maintenance staff, and lives on-campus.

## Business Office

**Karen McAvoy**, *Director of Finance and Accounting*, oversees all Business Office functions, budgeting, financial planning, and payroll.

**Arline Tannenbaum**, *Operations Administrator*, manages human resources (including any questions about benefits), financial aid applications and grants.

**Elka Tovah Davidoff**, *Executive Assistant*, supports the Executive Director and the Business Office, and coordinates requests for room reservations.

## Development Office

**Mike Rosenberg**, *Director of Alumni and Community Relations*, is responsible for all alumni and parent publications, coordination of fundraising events, and all alumni relations.

**Naomi Ribner**, *Director of Communications*, manages all publications and print materials, assists with events, and serves as a resource to teachers and administrators. She is also the webmaster for [www.maimonides.org](http://www.maimonides.org).

**Ellen Pulda**, *PR & Media Relations Officer*, writes about the school for internal newsletters and external media, assists with special events, and works with the administration and lay leadership (including the PTA) to promote school spirit and visibility in the Boston Jewish community.

**Joshua Sandler**, *Development Officer*, manages all fundraising efforts including the Annual Campaign.

## Who's Who in the Middle School

### Middle School Leadership Team

The Middle School is led by:

Mr. Brian Cohen .....Assistant Principal for the Middle School  
Mrs. Stephanie Samuels ..... Grade 6 Dean  
Mr. Jack Fidler ..... Grade 7 Dean  
Mrs. Aliza Baronofsky ..... Grade 8 Dean  
Karen Bell .....Administrative Assistant

## Middle School Faculty

Our faculty (first names are provided to assist you with email addresses):

Aliza Baronofsky .....	Tanach, Math
R. Yaakov Beker .....	<i>Limudei Kodesh</i>
Emily Bilodeau .....	Music
Hal Borkow .....	History, Athletics
Deborah Caban .....	Gym
Ernie D’Agnelli .....	Gym
Katja Davidoff .....	Spanish
Rabbi David Ehrenkranz .....	<i>Tzelem</i>
Refael Fadlon .....	Hebrew
Jack Fidler .....	English
Steve Gordon .....	Science, Math
Galit Grutman .....	Hebrew
Maria Guzman .....	Spanish
R. Dov Huff ‘00 .....	Tanach, Talmud
Efrat Lipshitz .....	Hebrew
Maxene Lorroway .....	Student Support
R. David Maayan .....	Tanach, Talmud
Ashley Marx .....	Social Worker
Susana McDonnell .....	Art
Steven Millman .....	Psychologist
Katie Muratore .....	Science, Math
Fawzi Nicolas .....	Arabic
Dovrat Ostroff .....	<i>Shlich</i> a of Bnei Akiva
Ken Rosenstein .....	Math, Science
Deborah Rothman .....	Registrar
Sarit Sadras-Rubenstein .....	Hebrew
Stephanie Samuels .....	General Studies, <i>Limudei Kodesh</i>
Dr. Miriam Schechter .....	Tanach, Hebrew
Hadas Schroeder .....	Hebrew
Mike Schockett .....	Math
Peter Squires .....	Math
Devora Stechler .....	Building Substitute, Office Assistant
Hodaya Wasserzug .....	<i>Shlich</i> a of Bnei Akiva
Nancy Wassner .....	English
Roberta Wright .....	History
Elizabeth Zygadlo .....	Library Media Specialist

## I. THE RELIGIOUS DIMENSION: SCHOOL AND HOME

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Maimonides School aims to provide an experiential Jewish education. Our goal is to offer daily opportunities for our students to practice *mitzvot* within a community of people who share that commitment. Our ultimate purpose is to foster within each child a comprehensive commitment to *halachic* living and thinking which extends to his/her entire life. To that end, we strive to instill within our students a standard of religious observance—both within the school and in their private lives—conducive to achieving our educational goals. Creating a

vibrant, engaged religious community and culture is the goal and purpose of our partnership between home and school, life and learning.

Rabbi Dov Huff is the religious leader of the Middle School.

## **Tefilla**

*Tefilla* is an observance that is taught and practiced in school in an effort to instill within students a lifelong commitment to daily prayer. We expect that all of our students, boys and girls, will *daven* the required *tefillot* daily at school: *Shacharit* and *Mincha*. Any exception should be discussed with, and have a written note from, Rabbi Huff.

While in the *shul*, students are to conduct themselves in a manner that is appropriate to *Tefilla B'Tzibbur*. This includes *davening* rather than talking to their peers and remaining in *shul* for the duration of *Tefilla*.

The observance of *Shabbat* and *chagim* is a central component of *Halacha*. As such, we expect our students to uphold these sacred days in a manner consistent with what is taught in school. Students should use the day to grow their Torah knowledge and family connections, or as a time to relax with friends. *Shabbat* should not be used for frivolous activities, or for activities that desecrate the sanctity of *Shabbat*, heaven forbid.

## **Tzni'ut and Appropriate Dress**

*Tzni'ut*, modesty, has been erroneously and narrowly understood to deal only with a modest mode of dress. In reality, however, *tzni'ut* is a way of life, an attitude and a sensitivity, which should govern our relationship to God and to one another and which should guide us within the halachic system to develop our own personal set of values and priorities. After all, our people is noted for a tradition of being *Rachmanim*, *Bayshanim*, *veGomlei Chassadim*, for being humble, unassuming, and not eager to attract attention, and as a result, it is fitting that one of the major goals of Maimonides School is to help foster a life of *tzni'ut*.

We accomplish this goal first by encouraging students to adopt specific patterns of behavior. More importantly, we try to help students develop the sensitivity and understanding that will allow them to discern on their own the entire realm of *tzni'ut* which cannot, and should not, be defined merely by a list of rules and regulations.

One specific aspect of *tzni'ut*, which is governed by *halacha*, is the requirement to dress in accordance with the Torah concept of decency and modesty. It is impossible to describe concretely all the kinds of clothing which are or are not appropriate, but we have implemented clear guidelines of acceptable dress for the school outlined later in this handbook. Parents and students are therefore expected to exercise appropriate discretion in the selection of clothing.

### **Attire**

In addition to those aspects of our dress code which are based upon the *halachot* of *tzni'ut* that govern the dress of *bnei* and *bnot mitzvah* (year-round, in and out of school), there are several dress regulations designed to help create a dignified environment conducive to learning and to proper decorum in the classroom.

Students should come to school dressed appropriately, neither underdressed (in clothing that is too casual) nor with excessive clothing, jewelry or make-up. Students who are not dressed appropriately will be addressed. In certain circumstances, students will be sent home to change and/or may be given a detention.

Students should arrive at and depart from school dressed in school attire and should remain dressed that way throughout the day. This includes students who ride the school buses home.

Students must always present a neat and clean appearance; their clothing may have no rips or holes. Students may not wear hoods or pajamas in the school. Shorts, sweatpants and hats are prohibited during the school day.

### Attire Specific to Boys

- **Kippot and Tzitzit:** All boys must wear *kippot* and *tzitzit*. This applies equally to gym, recess, field days, and all class trips. Boys should wear some type of clip to secure *kippot* on their heads during activities.
- **Shirts:** All boys must wear polo or buttoned dress shirts, with full collars; sweaters, turtlenecks, and jackets do not qualify as collared shirts. Shirts must be buttoned fully, except for the top button at the collar.
- **Pants:** Boys may not wear jeans or sweatpants during the school day (other than during gym).

### Attire Specific to Girls

- **Skirts:** Girls must wear skirts or dresses to school. Skirts must be long enough to touch the knee. Slits in skirts may not be higher than the knee.
- **Sleeves:** Dresses, tops, and shirts must have sleeves that extend midway between shoulder and elbow (i.e. no cap sleeves).
- **Tops:** Tops must be long enough to overlap with skirts (or pants during gym) at all times, even with the arms raised. Tops, shirts and sweaters should not be excessively tight, and the neckline must be modest; no scooped neck or deep v-neck tops will be permitted (this applies during gym, as well).
- **Pants:** Girls may wear tights, leggings and pants under skirts. Girls may not wear sweatpants, jeans or pajama pants under skirts. Girls may wear pants during the school day when located in the gym area for gym-related activities.
- **Make-up:** Make-up or body paint of any type should not be worn.

### All Students

- **Physical Education:** For physical education, students are expected to wear sweatpants (as opposed to yoga pants or leggings), tee shirts and sneakers.
- **Hats & Hoods:** Baseball caps, woolen winter hats, or other hats must be removed when entering the school building. Sweatshirt hoods must not be worn.
- **Messages:** Shirts containing messages or pictures not in keeping with the atmosphere of a religious school are not permitted.
- **Events/Trips/After-School:** The dress code is in effect for all school events and for all activities, including field trips.

- **Special Dress:** On *Rosh Chodesh* all students should wear a white top. On *Yom HaAtzma'ut* and *Yom Yerushalayim*, boys should wear blue slacks and a white top; girls should wear blue skirts and white tops. On *Yom HaShoah* and *Yom HaZikaron*, boys should wear black pants and white tops and girls should wear black skirts and white tops. On other occasions, there will be different types of special dress. Please watch our weekly e-newsletter for announcements regarding special attire.

## Speech

We would be remiss if we didn't note another equally critical aspect of *tzni'ut*, modesty in speech. Students are expected to use speech that is becoming of a humble, modest people, whose focus is on the higher forms of human interaction, and not its basest manifestations.

## Kashrut

We expect all students to live at all times by the standards of *kashrut* which they are learning in our classes—in school, at home, and when eating out. In simple terms, this means that food should have reliable rabbinical supervision. Students should eat only in restaurants under rabbinical supervision; contrary to the popular misconception, no food prepared in a non-kosher restaurant can be considered kosher.

Candy and ice cream seem to be particular problems. Many products, including those we remember eating as children, have had recipe changes and now contain non-kosher ingredients. . Please limit your children's snack food to those products manufactured under rabbinical supervision. All candies and ice creams without such supervision must be assumed to be non-kosher. Please note that the presence of the letter "K" on a wrapper indicates only the manufacturer's claim that the product is kosher; it is no guarantee of genuine *kashrut*.

All food brought to school must have one of the following copyrighted symbols, indicating supervision by a recognized Rabbinical authority:



If you have any question about a specific product, we suggest you call either Rabbi Huff or Rabbi Jaffe at Maimonides, your own local orthodox Rabbi, the office of the local *Va'ad HaRabbonim* (617-426-2139), or the *Kashrut* Division of the Union of Orthodox Jewish Congregations of America (212-563-4000). In general, we will, of course, be happy to assist you with any *kashrut*-related issue.

Maimonides School parents have a right to expect that their children will be served only kosher products when invited to friends' homes (kosher food which is prepared in or served on non-kosher utensils is not kosher). Please be particularly careful about *kashrut* when you invite your child's classmates so that both your children and their friends will be comfortable going to one another's homes.

Since people have different standards of *kashrut*, home-prepared food will not be served to others in school.

## Bar and Bat Mitzvah

The *Bar* and *Bat Mitzvah* are very significant life events. They are critical “coming-of-age” ceremonies in our students’ lives. The celebration of the *Bar* and *Bat Mitzvah* is an incredible opportunity to bring to life so much of what students have been learning.

### Reserving a Bar/Bat Mitzvah Date

To assist families in planning *Bar/Bat Mitzvah* celebrations, we maintain an online calendar of date reservations. Parent volunteer Dan Gruen oversees this calendar. The Maimonides Bar & Bat Mitzvah reservation calendar can be viewed online at: <http://www.maimonides.org/pwDocs/simchaCalendar.php>. The page is password protected (User: maimoparents / Password: horim). We encourage you to participate in this system as early in the process as possible. For those of you looking to reserve a date for your child’s *Bar/Bat Mitzvah*, please e-mail [MaimoSimchaList@gmail.com](mailto:MaimoSimchaList@gmail.com) to add your request or to discuss a potential conflict.

### Preliminary Meeting

While planning your *simcha*, please contact the office to arrange a meeting with Mrs. Samuels, Mr. Fidler, Mrs. Baronofsky, Mr. Cohen, R. Huff, or R. Jaffe. The meeting is required so that you can share your plan for the *simcha* with the school administration.

### Celebrating Your Child’s Bar/Bat Mitzvah at School

We strongly encourage you to celebrate your child’s *bar* or *bat mitzvah* here in school. However, these celebrations should be **instead** of a party for your child’s classmates, not in addition. Many options are available, including having your child get an *aliyah* in school and having a festive breakfast with the class. Please begin discussing these options with your child’s grade dean as far in advance as possible, as this will impact instructional time.

### Guidelines for *Smachot* Outside of School

- In order to prevent slighting a child, we ask you to either invite the entire grade, just (all) the boys, or just (all) the girls.
- *Divrei Torah* should be an essential part of this celebration. Many children choose to study their *parasha* or a specific *sefer* in preparation of their *Bar/Bat Mitzvah*.
- We encourage you to incorporate *Chesed* projects into your celebration. These may be projects done by the *Bar/Bat Mitzvah* child alone or as a project with the participation of invited guests (especially other students).
- Children need to be positively engaged at all times during *smachot*. Sitting for lengthy speeches and very long meals is difficult for students of this age. Additionally, for those *smachot* which include an entire *Shabbat*, you, the hosting family, are required to create adequate supervision for all students throughout the event. This may require that you hire counselors (e.g., Upper School students) to supervise.
- Respect for and proper decorum in *shuls* and homes are of the utmost importance. This includes behavior in the synagogue and excellent manners

in homes in which students will be visiting. Please remind your children of these important ideas before they leave for a *simcha*. Our children's appropriate behavior reflects positively upon home and school.

- The standards of *kashrut* for a *simcha* are the same as those for other parties and any other events that involve Maimonides students.
- Boys should not sleep over at the homes of girls, and girls should not sleep over at the homes of boys. Such arrangements are halachically problematic and may encourage students to behave inappropriately.
- Clothing should be modest and appropriate and follow the guidelines written in this handbook.
- Dancing should be of the type that expresses "*simcha shel Mitzvah*," the joy of doing *mitzvot*. Students from Maimonides School should not be involved in any type of "mixed dancing" (boys and girls together).
- Parties in private homes organized by and for Maimonides students should not include contact sports that involve both boys and girls together, or other inappropriate activities.
- Maimonides parents expect that a responsible adult who is aware of the above guidelines will be present to supervise all parties.

### **Busing for Shabbat *Smachot***

The Friday buses can only accommodate up to 10 additional riders. If you anticipate having more than 10 guests for a *Bar Mitzvah* or *Bat Mitzvah* or other event, you will need to make your own transportation arrangements for your guests and inform Merv Alge of the arrangements at least two weeks prior to the event.

## **Popular Culture**

Popular culture has become an important part of the lives of a great many children and teenagers of the last several decades. However, certain aspects of popular culture, in the lifestyle it advocates and in the lyrics of its songs, are antithetical to the values represented by Torah institutions and by the homes from which our students come. We certainly do not expect our students to be without any exposure to contemporary music, television and movies, but we must help them develop a proper perspective about the values of that culture and its place in their lives. Rabbis Huff and Jaffe are available to discuss ways to navigate the challenges posed by negative aspects of secular culture.

### **Social Gatherings and Parties**

Maimonides students are expected to adhere to the requirements of *halacha* at social gatherings. Parties in private homes organized by and for Maimonides students may not include co-ed dancing, swimming, contact sports, or other inappropriate activities. Maimonides parents expect that a responsible adult will be present to supervise all parties.

Care should be taken that any movies shown at parties are those which the parents of all students would feel comfortable having children watch. Much of what is available today conflicts with many of the Torah values we wish to instill in

our children. Therefore, please use extreme care in choosing movies. We would be happy to offer suggestions or guidance in this matter; do not hesitate to call.

### Summer Camps

The summer camp experience is an important one in a child's life, with significant social, emotional and religious implications. The environment created by summer camps has a profound impact upon children and teenagers. Should you need assistance in finding a camp in which Torah values are reinforced, Rabbi Shapiro, our *Rosh Yeshiva*, will be happy to provide you with guidance.

## II. EXPECTATIONS FOR BEHAVIOR

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Our goal in the Middle School is to create and preserve an environment in which each and every student can grow and thrive in three key domains: the spiritual, the academic, and the social: *Bein Adam L'makom, Bein Adam L'atzmo, and Bein Adam L'chaveiro*.

### Code of Conduct

In order for this growth to happen, every student must contribute towards a safe, respectful, and responsible environment in the following ways:

#### Safety:

- We conduct ourselves in a manner that maintains the safety and well-being of everyone in the building, whether we're in class or in the common areas.
- We immediately report to an adult any safety hazards.

#### Respect:

- We speak and act in a kind, courteous, and respectful manner to everyone around us, treating others as we want to be treated.

#### Responsibility:

- **Do** what we are supposed to be doing.
- **Be** where we are supposed to be (on time!).
- **Have** what we are supposed to have (bring to class all required materials).

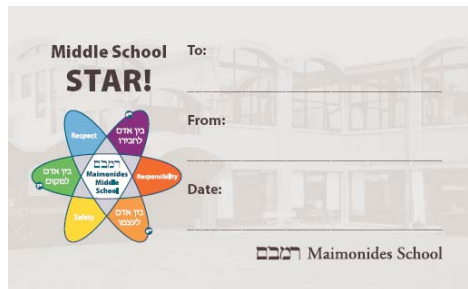
## Recognition of Exceptional Adherence to Conduct Code

### STAR Cards

Faculty members recognize exceptional student behavior at a specific point in time by awarding STAR cards to students.

### Shevatim Awards

Throughout the year students gather by grade for *Shevatim* awards. These recognize those



students who embody over time the qualities of the 12 *Shevatim*, sons of Yaakov.

The *Shevatim* awards are:

- **Reuven:** A student gets the “Reuven” award for vision and advocacy on behalf of fellow classmates or the entire Middle School community.
- **Shimon:** A student gets the “Shimon” award for passion, determination and courage and/or for demonstrating a commitment to listening actively to peers and teachers.
- **Levi:** A student gets the “Levi” award for service to the Middle School community and/or for demonstrating passion and commitment to living a Torah life and doing the right thing.
- **Yehuda:** A student gets the “Yehuda” award for showing *Hakarat Hatov* towards others, leadership within the Middle School community, or for the ability to own up to one’s mistakes and change for the better, as a student or as a friend.
- **Dan:** A student gets the “Dan” award for leadership in the area of conflict resolution, creativity in defending others or for the use of good judgment, especially in being able to disagree without disrespecting.
- **Naftali:** A student gets the “Naftali” award for devotion and commitment to *Tefilla* or for quickly and reliably disseminating information in a positive way.
- **Gad:** A student gets the “Gad” award for being sure to keep his or her promises, and for being pro-active in defense of others, especially for standing up for younger students or those being victimized.
- **Asher:** A student gets the “Asher” award for spreading joy in the Middle School, and for being willing to share with others.
- **Yissachar:** A student receives the “Yissachar” award for showing an exceptional work ethic, especially in relation to Torah study, and an ability to take responsibility. A “Yissachar” is an introvert, not an explorer.
- **Zevulun:** A student receives the “Zevulun” award for supporting and taking responsibility for others, an entrepreneurial spirit, or a spirit of adventure and exploration.
- **Yosef:** A student receives the “Yosef” award for triumph over adversity and/or for adhering to Torah principles in difficult situations
- **Binyamin:** A student receives the “Binyamin” award for being the “right hand” assistant of teachers and friends and for making an effort to be kind to and friends with all students. Binyamin is the peacemaker who brings others together.

## **Consequences for Misbehavior**

Consequences are related directly to children's behaviors and help guide them when those behaviors become questionable. How a student responds to and takes responsibility for misbehaviors will directly impact how his/her mistake is viewed.

The goal of consequences is to help children develop internal understanding and self-control. Consequences help children look more closely at behaviors and consider the results of choices. Consistent consequences are respectful of the

child's dignity and respond to the misbehavior in ways that preserve the dignity of the child.

### **Behavior Issues in the Classroom**

Minor disruptions *in the classroom* will primarily be handled by the classroom teacher or any faculty member who is present.

Teachers may use the tools they find most effective and appropriate for managing student behavior in the classroom.

Typically, the consequences a teacher may apply to a given situation include:

- Assigning a student a different seat
- Requiring a student to remain in the classroom during break or free time to make up work or time missed
- Contacting parents to apprise them of their child's behavior
- Meeting with administration, parents, and/or the student to discuss how best to reduce repeated misbehavior
- Creating a behavioral contract with a student

Sometimes students compromise classroom learning to the extent that the student may no longer stay in the classroom. Typically, these more serious behaviors include:

- Inappropriately arguing with a faculty member or another student
- Repeated disruptions with multiple warnings
- Verbal or physical intimidation (bullying or teasing) or fighting
- Inappropriate language
- Cheating and/or plagiarism
- Taking someone else's property
- Using a cell phone, mp3 player, or other disallowed electronic device
- Damaging school property

A student who misbehaves in any of these ways will be immediately sent to the office, where he/she will speak with either the administrator, grade dean, or social worker, as deemed appropriate for the situation. The office will notify the student's parents. The student will receive a detention or an alternate consequence as determined by the administration.

### **Behavior Issues Outside the Classroom**

Misbehaviors outside of the classroom will be handled by either the faculty member present or an administrator. Faculty will use discretion as to whether to consult with the administration, notify the parents, or speak to the student. Consequences will vary depending on the specific nature and severity of the violation.

Part of being a middle school student is learning how to adapt to different behavioral expectations in different settings and moving from teacher to teacher

and from classroom to cafeteria. Therefore we will be continually reviewing with students our expectations of them in all of these different settings.

### **Escalating Consequences**

Administrators will use discretion in assigning consequences to students. A major factor will include the student's history of misbehavior. Therefore, an escalating series of consequences is used, where students receive short-term consequences earlier on. If a student continues to misbehave, a long-term consequence may be applied.

The following is a series of possible consequences that may be used. Any individual consequence may be used multiple times or not at all.

Detention during X-block
Temporary loss of student privileges, such as gym access during free time
Temporary removal from extra-curricular activities, such as a sports team
Not permitting a student to attend a field trip or special event
Parent conference
Half day in-school suspension
Full day in-school suspension
Home suspension
Long-term loss of student privileges or extra-curricular activities
Removal from an elective course

## **Additional Policies Related to Behavior**

### **Punctuality and Lateness**

One of the critical skills that students develop in middle school is punctuality. Students amassing multiple unexcused latenesses in a short period of time (including *Tefilla*, all classes, and x-block) will be assigned consequences, which may include detention during x-block or any other appropriate consequence.

### **Students Arriving Late or Leaving Early**

Students who arrive after the start of *davening* should report to the Middle School office to sign in. All late arrivals are unexcused until a parent call is made to the Middle School office or a note is sent with the student and submitted to the MS office.

Similarly, parents are required to report to the Middle School office if they will be removing their child for an appointment or any other reason. Students must not leave the building at any time during the school day without parental permission. Any Middle School student found to have left the building without a parent or legal guardian will be considered truant and disciplined accordingly. All students must sign out and sign in at the Middle School office anytime they leave the building and then return. Maimonides is not responsible for students who have been signed out or have left the building at any time during the day without permission.

### **Bullying**

Maimonides School takes the issue of student bullying very seriously and will report confirmed incidents of bullying in compliance with Massachusetts state law.

We strongly encourage parents to contact Ashley Marx, our social worker, or your child's grade dean if your child witnesses or is the victim of bullying. Additionally, parents should encourage their children to speak to any adult they feel comfortable with.

Maimonides endeavors to create a positive social atmosphere with its participation in the BRAVE (Bully Reduction/Anti-Violence Education) program. BRAVE empowers bystanders who witness bullying acts with strategies to improve the culture of their social setting. The aim of BRAVE is to foster a social culture where all kids feel safe and supported. Bullying takes many forms, including by text message and online. Maimonides takes very seriously bullying incidents that happen amongst its students both inside and outside of school hours.

### **Social Media**

Maimonides School recognizes that students use social networking sites in ways both healthy and not. We believe that many of these sites are detrimental to students' emotional and intellectual growth. We strongly encourage parents to limit their child's access to social media.

Parents who permit their children to use social media are strongly encouraged to monitor their child's use of these sites, including Facebook. We advise parents to educate themselves about these media, including their minimum age requirements and privacy policies. We encourage parents to be aware of whom their child is communicating with online, the content of their online interactions, and the nature of the photos they post online. We encourage parents to allow computer use only in family common areas and to use filtering software to keep their child safe.

Maimonides School reserves the right to take disciplinary action based on misuses of social networking sites that result in disruptions in the school community.

### **Music Players/Cell Phones/Gaming Devices**

Personal music devices, cell phones, and gaming devices compromise the teaching and learning process. They are **not** to be used in any classrooms, the *shul* or any special programs at any time. Maimonides School imposes common sense restrictions on the use of electronic devices during breaks, lunch, and free time. Faculty will confiscate these devices if used in contravention of school rules. Students can pick them up from the Middle School office at dismissal time. If your child has these items in school, we urge your child to keep them in his/her locker and to be sure to lock the locker at all times.

### **Bus**

The Maimonides Expectations for Behavior apply when on the bus. Keep safety, respect, and responsibility in mind.

At the end of the school day, your child must leave promptly to board the bus. There are two students to a seat. Please let your children know that they cannot try to keep a seat to themselves. Children need to stay seated and avoid distracting the driver. Eating on the bus is permitted at the discretion of the driver. Do not leave trash on seats or floor. (We may be billed for additional cleanup, and further eating will be prohibited.)

Bad behavior such as bullying, yelling, throwing things, or standing on the seats will result in suspension from the bus.

### **Courtyard**

Students are encouraged to use the courtyard for outdoor recreation. When playing sports in the courtyard, students must not use any hard balls, cannot play tackle sports, and can only throw balls in a lengthwise direction, i.e. in between the nets.

### **Use of Upper School Student Lounge**

8th graders may use the Upper School student lounge subject to the approval of the 8th grade dean. 6th and 7th graders may not use this space without teacher supervision.

### **Use of the Building**

Students may not loiter in the Middle School hallways after their last class of the day. Students are encouraged to study and work in the library or auditorium.

Students may not enter the building when it is locked or closed. Being in the building after it is locked is considered a serious violation of the rules.

For security reasons, students must use the front door when entering or leaving the building. Other entrances, including the gym door, may not be used between the hours of 7:00 am and 6:00 pm. The alarmed side door may only be used in the company of an authorized teacher or administrator. Students who exit through this door and set off the alarm will face disciplinary consequences.

### **Property Destruction, Theft, Unauthorized Entry**

Any student, who damages school property, is involved in theft of any kind on campus or during a school-sponsored activity, or who, without permission, enters the private space of faculty, administration or staff, will be considered for suspension or expulsion. Parents are expected to reimburse the school for any damages to the building. Students are expected to report any damage (accidental or otherwise) immediately to one of the principals.

### **Food**

No food or drink (except water) is allowed in classrooms, in the library, or in the *shul* unless a faculty member has given explicit permission. Students who eat breakfast at school may do so in the auditorium.

Students will be able to purchase drinks and snacks from vending machines. Please send enough money each day.

Students may bring meat for lunch. If students are eating meat, we ask that they put down a placemat on their table.

Microwaves are available in the cafeteria for student use. Please take care to heat up dairy food in the dairy microwaves and meat food in the meat microwaves.

### **Cheating and Plagiarism**

Cheating is the willful giving or taking of information to or from another student, or communication with another student in any way during or about a test, exam or

homework assignment. This includes turning in a paper or other academic product to more than one teacher or course, without prior permission. Further, one can cheat by bringing into a test situation notes or other information that are not meant to be used as a reference whether explicitly prohibited by the teacher or reasonably barred from use by common practice. Plagiarism is the presentation of material taken from another source as one's own work or the attempt, successful or not, to do so. This can apply to "copying" another's homework.

What follows is a more complete explanation of plagiarism:

Most writers know that copying another's work word for word without giving the author credit is considered plagiarism. But they often assume that this practice is frowned on only when long passages are involved (i.e., whole pages or paragraphs). Consequently, they feel free to copy phrases and sentences without using quotation marks or acknowledgements. Actually, any uncredited use of another's information or ideas is plagiarism whether the wording is changed or not. Under the mistaken notion that uncredited paraphrasing is acceptable, students often reproduce sources almost exactly, changing only a word here or there. An honest paraphrase, however, is one in which the ideas of the source are stated in the writer's own words; it is still necessary to credit the source.

1 Jim W. Corder, *Handbook of Current English*, 6th ed., Glenview, IL: (Scott Foresman, 1981), p. 446. (Reprinted by permission)

The term *plagiarism* can apply not only to written words and ideas, but also to songs, works of art, computer programs and films. In other words, credit must be given for any aspect of a work that a student has not created. Carelessness is not considered an excuse for plagiarism. Putting a name on a paper, a poem, a painting, etc., is a pledge that, except where specified, it entirely represents one's own work.

If a student plagiarizes by copying and handing in substantial parts of a paper written by another student or taken from a publication or taken from the Internet with the intention of passing the work off as his/her own, there will be both academic and behavioral consequences.

## Lockers

Like desks, all student lockers are the property of the school. Students should not have an expectation of privacy in these areas. Lockers may be checked periodically by faculty to help ensure that they are well organized, neat and clean. Only equipment necessary for school activities or personal clothing should be kept in them. **Lockers must be kept locked at all times and the combination must not be disclosed to other classmates. We cannot take responsibility for items left in unlocked lockers, or any other lost or stolen items.**

Do not store articles on the tops of lockers—they will be removed by the cleaning crew on a nightly basis. The outside surfaces must remain free of writing and postings at all times. The inside of lockers may be decorated with appropriate pictures and paraphernalia. Locker use is a privilege which may be taken away if misused. Lockers are emptied one week following the last day of school. Leftover contents are donated to charity; textbooks are re-sold. **Students who write directly on a locker, inside or outside, even with a dry erase marker, will put their locker privilege in jeopardy.**

Students should not leave backpacks, books or other materials on the floor of the hallway. Students having difficulty fitting all their items into their locker should see their grade dean for organizational assistance.

### **Mailboxes**

Mailboxes for 7th and 8th grade students are in the Middle School hallway outside of the Study Zone. Mailboxes for 6th grade students are outside of the 6th grade classrooms, near the MS office. Because administration and faculty use mailboxes for distributing non-confidential material, students must check their mailboxes on a daily basis.

### **Lost and Found**

Most lost and found articles, such as clothing and schoolbooks, are kept in a storage bin outside of the Study Zone. Some valuable items are kept in the Middle School office. Unclaimed items may be discarded or donated to charity during Thanksgiving and Pesach break, and at the end of the year.

### **Internet Etiquette and the Acceptable Use Policy (AUP)**

All users of the Maimonides network must adhere to the Acceptable Use Policy, which is shown below. The AUP outlines guidelines for how one should use computer resources at school and how one should conduct oneself while using the resources.

The Maimonides network is a monitored network. Logs and other information on network usage (e.g., email and Internet activity) may be collected and, when deemed appropriate and necessary, reviewed by the Director of Technology and the Administration. Privacy is highly respected, but the Director of Technology and the Administration reserve the right to examine any relevant files if there is reasonable evidence that the Acceptable Use Policy has been violated or in the event of problems in any system or program.

The Maimonides network is to be used in a responsible, ethical and legal manner. The systems are the property of Maimonides School. When using the Internet and email, students represent themselves and the school. A high standard of personal responsibility is required in order to maintain these privileges. Because access to the Internet provides connections to other computer systems located elsewhere, Maimonides cannot completely control the content of the information obtained from other systems. Some of the information available is controversial or offensive. Maimonides does not condone the use of such materials.

Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses. Maimonides reserves the right to modify these guidelines.

The Internet is available for responsible use to Maimonides students and employees. Educational and school business use has priority.

All user accounts, including email, are accessible to the system administrators.

Maimonides reserves the right to monitor school computer systems to ensure proper usage and to prevent disruption of software, hardware or files.

Among other uses, a user may:

- Use the Internet to research assigned classroom projects
- Use the Internet to send and receive email
- Use conferences to share ideas

A user must not:

- Use profanity, obscene images or abusive language or take part in conduct that violates Maimonides non-harassment behavior policy
- Access offensive sites
- Read or change computer files that do not belong to the user without permission
- Misrepresent Maimonides, or the user's position/status at Maimonides
- Send or receive copyrighted material without permission
- Copy commercial software in violation of copyright laws
- Use the network for financial gain or commercial activity
- Use the Internet for any illegal purpose
- Disrupt or attempt to disrupt the software or hardware of our network
- Engage in personal attacks or insults on the network

A responsible user ought not:

- Assume that electronic communications and files are private or secure. Under certain conditions third parties can intercept communications.
- Give out personal photos, home phone numbers, addresses, or credit card numbers indiscriminately

**If a student uses a website, message board or blog to misrepresent him/herself, to disparage the school or any person, or to depict or advocate illegal or inappropriate behavior, they will be considered for expulsion.**

Those who violate or abuse these policies will be subject to discipline. Maimonides reserves the right to modify these guidelines as may prove necessary. These guidelines are not intended to be all-inclusive, and are subject to additions or deletions at the school's discretion.

Students are also reminded that though students may use computers for school work, research, and email or to look into current events, students may not use school computers for computer games or video-watching during the school day. These activities are too distracting from the enterprise of learning that we undertake at school, so students may not use YouTube, or other video or gaming sites at school computers. Students can lose computer use privilege if they abuse this rule.

### III. COMMUNICATING WITH THE FACULTY AND ADMINISTRATION

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Parent-school communication is central to your child’s ability to thrive at school. We urge you to stay in close contact with your child’s teachers and grade dean and to contact them whenever you have a question or comment. Many times a problem situation can be resolved with a simple email, avoiding unnecessary anxiety on the part of students or parents.

When children come to school, they bring their home with them. Everything that happens at home affects your children—their behavior, their attitudes, their ability to concentrate, etc. Therefore, it is essential that we be made aware of any unusual events that are taking place in your family. This includes the happy and the sad—births or marriages, special *simchas*, anticipated trips by parents, illnesses at home, (G-d forbid) deaths in the family, marital problems, etc. Our only interest is to be able to help your child. Properly informed teachers and advisors will be able to communicate with your child with more understanding and compassion.

We have designated certain days on the school calendar for scheduled conferences between you and your child’s teachers. Teachers, of course, are always eager to discuss your child with you. Please do not hesitate to email the teacher to set up an appointment or to ask him or her to get in touch with you.

We look forward to working together with you as partners in the education of your children. It is our mutual goal that our students continue to grow religiously, academically, socially, artistically and athletically.

#### **Communicating Regarding Specific Issues: Academic, Behavioral, Social, Spiritual, Health**

If you have a concern about a situation involving your child, please contact:

<b>Nature of Concern:</b>	<b>Person to Contact:</b>
Academic concerns within a specific classroom	Classroom teacher
Behavioral concerns within a specific classroom	Classroom teacher
Grading policies and specific assignment or term scores	Classroom teacher
Concern about a specific teacher	Classroom teacher
Concern about social-emotional wellbeing of child	Social worker Ashley Marx, x206 Cc: Grade Dean
Concern that child may need student support services	Brenda Hefter, Director of Support Services (Gr. K-12) x106 Cc: Grade Dean

Questions about your child's overall academic progress	Grade Dean
Concerns about your child's overall behavior	Grade Dean
Concerns about your child's organizational skills	Grade Dean
Scheduling a bar mitzvah celebration at school	Grade Dean
Your child thriving overall at Maimonides	Grade Dean
Overall curricular concerns	Appropriate Department Chair or Barry Ehrlich, Director of Curriculum & Instruction (Gr. K-12) x119
Health concerns	Eleanor Weintraub x419
Placement	<i>Ivrit</i> - Galit Grutman, x137 Math - Mike Schockett, x129 or Aliza Baronofsky x207

Our teachers and grade deans work in close contact with Mr. Cohen to address student and parent concerns. If there is not yet a successful resolution to the concern at the levels already indicated, it may be appropriate to contact the person who is ultimately responsible for the area of concern, in this order:

- Your child's grade dean
- Assistant Principal for the Middle School, Brian Cohen
- General Studies Principal Judy Boroschek or Judaic Studies Principal Rabbi Yaakov Jaffe

If your concern is of a non-academic nature, please contact the Executive Director, Business Office staff or the Development Office staff. They can help you with questions regarding billing, fundraising, the budget, publications or the website.

**Email Addresses**

Director of Technology Chris Russell (CRussell@maimonides.org) maintains the school's parent email lists by your child's grade. Most communications from the school are sent via email, so be sure we have an accurate email address on file for you.

**Communication with Teachers**

For more information about communication with the school, please see the **Who(m) to Call for What List** at the end of this handbook. The WTCFW List is also posted along with our **Home-School Communication Guidelines** on the Maimonides website under "Parent Resources."

## Email

We recommend that your initial communication with teachers and administrators be via email. Email is preferred by many of our teachers and can be very helpful for making requests for subsequent phone calls or setting times for meeting.

Faculty and administrators may be reached via email by using their first initial and last name (no spaces or hyphens) @maimonides.org, e.g., jsmith@maimonides.org, where “j” is the first initial and “smith” is the last name.

## Voicemail

Teachers cannot receive calls in rooms during class hours. To leave a message for a teacher or administrator, call the main number 617-232-4452. A directory of teachers' voicemails is available.

Please note that messages may not be received on the same day as they are left.

## Mode of Communication

Short, informal messages lend themselves well to email communication. We have found that lengthy messages, meant to convey important ideas, are not easily done with email. Often, the real intent of the message is lost or overlooked without the chance for clear understanding between the two parties. In order to keep the lines of communication open and to use this technology effectively, we encourage you to use email with us mainly as a tool for establishing further communication in person or by telephone.

# IV. COMMUNICATION WITH THE MIDDLE SCHOOL OFFICE

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## The School Day

### Arrival

School begins promptly at 8:00 AM.

- Students should arrive at school between 7:45 AM and 7:55 AM.
- Chronic tardiness will result in a call from the school administration.
- Arriving at least five minutes before *davening* begins allows students to “unwind,” put bags and coats away, greet classmates and teachers and prepare for *davening* and a busy day.
- Students may not enter the building before 7:30 AM as there is no supervision prior to that time. Therefore, if you do arrive with your child before 7:30, please wait with him/her.

### School Hours

#### Monday-Friday Starting Time:

- At 8:00 AM, students report to *Shacharit* for attendance.
- Students will be expected to have been to their lockers to deposit books, coat, etc., before taking their seats.

- Each student is to bring his/her own ArtScroll *Siddur* (and, during the period of *Selichot*, a volume of *Metsudah Selichot*).

Monday-Thursday Dismissal Schedule:

- Grades 6 and 7: 3:45 PM
- Grade 8: 4:40 PM (after *Ma'ariv* in the winter)

Friday Dismissal Schedule:

- Fall and Spring 2:30 PM (see the school calendar for the exact dates)
- Winter 1:05 PM

**Bell Schedules**

Monday	Tuesday	Wednesday	Thursday	Long Friday	Short Friday
Period 1 (45) 9:00-9:45	Period 1 (45) 9:00-9:45	Period 1 (45) 9:00-9:45	Period 1 (45) 9:00-9:45	Period 1 (40) 9:00-9:40	Period 1 (35) 9:00-9:35
Period 2 (40) 9:50-10:30	Period 2 (40) 9:50-10:30	Period 2 (40) 9:50-10:30	Period 2 (40) 9:50-10:30	Period 2 (40) 9:45-10:25	Period 2 (35) 9:40-10:15
Break (15) 10:30-10:45	Break (15) 10:30-10:45	Break (15) 10:30-10:45	Break (15) 10:30-10:45	Period 3 (40) 10:30-11:10	Period 3 (35) 10:20-10:55
Period 3 (40) 10:45-11:25	Period 3 (40) 10:45-11:25	Period 3 (40) 10:45-11:25	Period 3 (40) 10:45-11:25	Lunch (30) 11:10-11:40	Brunch (15) 10:55-11:10
Period 4 (40) 11:30-12:10	Period 4 (40) 11:30-12:10	Period 4 (40) 11:30-12:10	Period 4 (40) 11:30-12:10	Period 3½ (35) 11:40-12:15	Period 4 (35) 11:10-11:45
Lunch (20) 12:10-12:30	Lunch (20) 12:10-12:30	Lunch (20) 12:10-12:30	Lunch (20) 12:10-12:30	Period 4 (40) 12:20-1:00	Period 5 (35) 11:50-12:25
X-Block (30) 12:35-1:05	X-Block (30) 12:35-1:05	X-Block (30) 12:35-1:05	X-Block (30) 12:35-1:05	Period 5 (40) 1:05-1:45	Period 6 (35) 12:30-1:05
Break (10) 1:05-1:15	Break (10) 1:05-1:15	Break (10) 1:05-1:15	Break (10) 1:05-1:15	Period 6 (40) 1:50-2:30	
Period 5 (40) 1:15-1:55	Period 5 (40) 1:15-1:55	Period 5 (40) 1:15-1:55	Period 5 (40) 1:15-1:55		
Period 6 (40) 2:00-2:40	Period 6 (40) 2:00-2:40	Period 6 (40) 2:00-2:40	Period 6 (40) 2:00-2:40		
Mincha (15) 2:45-3:00	Mincha (15) 2:45-3:00	Mincha (15) 2:45-3:00	Mincha (15) 2:45-3:00		
Period 7 (40) 3:05-3:45	Period 7 (40) 3:05-3:45	Period 7 (40) 3:05-3:45	Period 7 (40) 3:05-3:45		
Break (10) 3:45-3:55	Break (10) 3:45-3:55	Break (10) 3:45-3:55	Break (10) 3:45-3:55		
Period 8 (45) 3:55-4:40	Period 8 (45) 3:55-4:40	Period 8 (45) 3:55-4:40	Period 8 (45) 3:55-4:40		

**Leaving Campus**

Students must not leave the building at any time during the school day. Any Middle School student found to have left the building without a parent or legal guardian **or formal notification from them** will be considered truant and disciplined accordingly. Please see the next section on **Attendance, Lateness and Early Dismissal** for complete information on parental notification.

The school is not responsible for and does not monitor students after their last class or if they leave the building at any time during the day without permission. **All students must sign in and out in the Middle School office.** Those who do

not are considered to be truant. When students are dismissed, they are done for the day and are no longer monitored.

### Communication with Students

If you need to contact your child during class time, please call the Middle School office. Non-emergency messages to students cannot be communicated during class time. Students will be notified during the next break. Students may use school phones only in an emergency situation.

## Notifying the Middle School Office: Attendance, Lateness, Leaving Early

Considering the importance of the work done in the classroom and the negative effect absence has upon the individual as well as upon the entire class, we ask parents to see to it that their children always arrive on time and that their children not miss school for reasons other than illness, unless absolutely necessary. The Middle School office should be informed in advance of any unavoidable absence.

Absences fall into two categories: excused and unexcused. Absences refer to morning attendance, which is taken at *davening*, and class attendance, which is taken by each teacher every period. **All absences are considered unexcused until the school is notified.**

If for any reason your child will be late or absent on a school day (e.g., wakes up sick) or needs to be dismissed early for an appointment, please notify the school as soon as possible in one of the following ways:

- **Call** the Middle School office: 617-232-4452, ext. 200
- **Email** the Middle School office: [kbell@maimonides.org](mailto:kbell@maimonides.org)

### Late Arrivals

Students who arrive after the start of *davening* should report to the MIDDLE SCHOOL office to sign in. **All late arrivals are unexcused unless a parent calls or emails the office or sends a note with the student to submit to the office.**

### Absences

**Excused absences** are honored for medical appointments, illness, death in the family, and – with prior administrative approval – school-supported events such as an NCSY *Shabbaton*.

- Students are allowed to make up work for excused absences, if done in a timely manner, as determined by the teacher.
- Students must attend all classes on the day of a scheduled extracurricular activity to be able to participate in that activity.
- Missed work, including tests and quizzes, must be made up within one week.
- A doctor's note may be required for repeated medical excuses.

**Extended Absences:** If you are planning in advance to have your child miss more than one school day, please inform the grade dean.

- If a student knows ahead of time that he/she will be absent for more than one day, the student must check with the teacher in advance to ascertain what assignments are to be completed before returning to school.

**Unexcused absences** will be treated as a serious disciplinary matter.

- Faculty members are not obligated to assign make-up work or administer make-up tests to students for unexcused absences.
- The school makes the final decision as to whether an absence is excused or not.
- Cutting of class will result in parental notification as a minimum response.
- A student who does not attend any class, for whatever reason, including illness, will not be allowed to participate in a practice or game, perform in a rehearsal or play, or take part in any other extracurricular activity that same day.

### Leaving Early

Appointments: Appointments, other than emergencies, should be made after school or during vacations, **but if an early dismissal is required, parents must inform the school before their child can be allowed to leave campus.** Please inform the Middle School office if an early dismissal is required.

- Parents and legal guardians are the only people who can sign out a Middle School student.

Illness: If a student becomes ill and needs to leave school during the day, he/she must sign out with the Middle School office.

- If your child contacts you to let you know he/she is not feeling well, you must contact the Middle School office to let us know that he/she is to be picked up.
- If the school nurse contacts you, you may give her your permission to dismiss your child and make arrangements for pickup.
- **Failure to notify the MIDDLE SCHOOL office may be considered an unexcused absence.**

Assignments and Work Due: The student is responsible to turning in all work due on the day of an early dismissal and for getting homework assignments from another student so as not to fall behind. Students can also check the online Middle School Work Calendars for assignments.

## Notification from the School

### Inclement Weather, Closings/Delays, Early Dismissals

- Information regarding school closings or delays will be posted immediately on the school's home page, [www.maimonides.org](http://www.maimonides.org), and on our recorded telephone message on our main number 617-232-4452, or sent by email.
- Information will also be available on radio station WBZ (1030 AM) and television stations WBZ-TV (Channel 4), WCVB (Channel 5), and WHDH (Channel 7), and the WBZ website, <http://wbz.com>

- If a delay of school begins at 9:00 am (a 1-hour delay), we shall *daven* Shacharit in school. If we begin at 10:00 am (a 2-hour delay), students should *daven* Shacharit before coming to school.
- If severe weather develops during the school day, parents should listen to the radio or TV and check our website for up-to-date dismissal announcements. Please note that because many of our students travel considerable distances to and from school, we must, for the students' safety, tend toward early dismissal when weather conditions begin to deteriorate. If you wish to pick up your child early on snowy days, please feel free to do so by going to the school office and asking for him/her to be dismissed to the office.
- Whenever there is a weather-related early dismissal, this automatically means that **all** after-school activities for all grades are canceled.

### Website

Information, photographs, and news about the Middle School are available on the Maimonides School website: [www.maimonides.org/middle/](http://www.maimonides.org/middle/)

## V. ACADEMICS

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### Grading

#### Student Report Cards

Electronic grade reports which focus on a student's growing academic skills and knowledge are scheduled for distribution two weeks after the closing of the trimester. Each report includes a comment section, as well as feedback about skills. This feedback is given to all students using the following designations: Excellent, Good, Satisfactory, Needs Improvement, or Unsatisfactory. In addition, 6th grade students (in the last two trimesters), 7th grade students and 8th grade students will receive a letter grade signifying their overall performance in each course for that particular trimester.

Each department uses grading guidelines that are in the interest of better student, teacher, and parent understanding of the school's academic standards. Each department stresses somewhat different objectives and skills, appropriate to the subject. The following is a summary:

- **A:** outstanding performance in all major course areas
- **B:** good performance in all major course areas
- **C:** satisfactory completion of course requirements
- **D:** inadequate performance, minimum completion of course requirements
- **F:** unacceptable performance in most major course areas

Note that D- is the lowest acceptable passing grade.

Please also note that classroom teachers will contact parents about students who receive a grade of C- or worse on a major exam or project.

## **Promotion to 9th Grade**

To be promoted to Grade 9, a student must pass all Grade 8 courses. Students who fail a course will be required to make-up the course at an approved summer school for General Studies or be tutored by an approved tutor for Judaic Studies.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held twice yearly, once in the fall and again in the spring. Sign up for conferences occurs online. You will receive information in the mail weeks prior to conferences with the instructions. Naturally, a meeting between parents and teachers may be arranged at any time, should the need arise. Parents are reminded, throughout the year, that your child's teacher should be contacted first, regarding any questions which you may have, after which you may decide that it is appropriate to direct an administrator's attention to the issue.

## **Homework Calendar**

You can find links to the **homework calendar for each Middle School grade** at [www.maimonides.org/middle/](http://www.maimonides.org/middle/). Teachers post homework to this calendar such that it displays on the date that it is due. Generally, the homework assignment will appear on the calendar by 6pm on the same day that students learn of the assignment in class. This system is a backup system for the Middle School assignment book, which your child must bring to every class to record homework assignments.

## **Co-curricular and Extra-curricular**

### **BRAVE (Grades 6 and 7)**

BRAVE, which stands for "Belief in the Rights And Values of Everyone" addresses social issues head on with the intent to reduce bullying, teasing and social exclusion. The program pays special attention to the role of bystanders who witness bullying or teasing. Research indicates that 85% of all bullying is witnessed by peers! Typically, peers respond to bullying by ignoring it, laughing, joining in, spreading rumors or acting as a lookout. The program equips the bystanders with an alternative range of skills to improve the situation including standing up to the bully, helping the victim, telling someone who can help, or defusing the situation. The ultimate goal is to create a community in which the vast majority of students view it as their responsibility to act in an empathic way and reduce the incidence of teasing and bullying.

### **Tzelem (All grades)**

*Tzelem*, developed by Yeshiva University's Center for the Jewish Future, is a weekly course that aims to promote self-image through open discussions around puberty, relationships, and identity formation. Boys and girls are separated for this class. If you would like a copy of the curriculum please email the Middle School office.

### **Chugim (All grades)**

*Chugim*, Middle School clubs, meet on a weekly basis during x-block. *Chugim* are an opportunity for students in all grades to pursue an area of interest. The majority of *chugim* are staffed by our faculty, thereby providing our students and faculty an opportunity to bond outside of the classroom. Past *chugim* have included

juggling, intramural sports, *kippa* making, games, Newsbowl, student council, architecture, and book making.

### **Athletics**

The Middle School has a Boys' and Girls' Basketball team. In addition, students in Grades 7 and 8 are eligible to try out for Junior Varsity and Varsity Teams including JV Girls Volleyball, Varsity Girls' Soccer, Varsity Boys' Soccer, JV Boys' Baseball and Varsity Girls' Softball. These teams are primarily made up of Upper School students). It is extremely rare for a 7<sup>th</sup> grader to make a JV team.

The Maimonides After-School program also has a number of athletic opportunities for sixth and seventh graders.

### **After-School**

The Maimonides After-School program which meets from 3:55-4:50 is open to all sixth and seventh graders. The After-School brochure can be found on the Maimonides website. Fall offerings include Art, Hockey, Fitness, Advanced Guitar, Photography, Fencing, Karate, Game Warriors, Manga Heroes and Manga Monsters, Woodworking, Orchestra, *Mizrach*, Chess, Circus, Jazz Band, Lego Pottery, All Sports, Heirloom Card and *Mishmar*.

The E2K Excellence 2000 is a math and science enrichment program that meets weekly after school which consists of solving puzzles, riddles, and logic problems, as well as doing scientific experiments. The program is by invitation only to a select group of sixth and seventh graders.

## **Meeting Individual Needs: Student Support Services**

### **Who is eligible for academic support services?**

Support services are offered to students who meet both of the following criteria:

1. The student has received a comprehensive evaluation that identifies a learning disability and recommends academic support. Please note that Maimonides does not provide the full range of services that might be recommended in a report or on an IEP (Individualized Education Plan).
2. The student is not making effective progress based on teacher and grade dean reports.

### **How is the academic support provided?**

This support is implemented through an integrated, multi-faceted team including Study Zone staff, grade deans, teachers, school psychologist, administrator and outside professionals. The Study Zone, staffed by special educators and subject specialists, provides academic support in General Studies and Judaic Studies. Students drop a class and are scheduled in the Study Zone during these periods, generally three to four times a week. In some situations, tutoring outside of school is also necessary, and the Study Zone staff work in collaboration with the tutor.

### **How are students recommended for Study Zone support?**

For those entering from our Elementary School: Based upon the recommendations from Elementary School teachers and support staff, a student is scheduled for the Study Zone. Cognitive and educational testing must substantiate the need for continued support and classroom accommodations.

For current students: When a student is experiencing significant difficulty in his/her school work, teachers, grade dean, parents and the Study Zone Director meet to discuss interventions and the evaluation process. Once an evaluation is completed, the Study Zone Director schedules the student for support and provides teachers with the recommended classroom accommodations and modifications.

For new students: If a student has been receiving academic support and current testing recommends continued support, the student is scheduled for the Study Zone. In addition, recommendations from the former school are given to current teachers and grade dean.

For information regarding academic services, eligibility, testing and accommodations please contact Brenda Hefter, at [bhefter@maimonides.org](mailto:bhefter@maimonides.org)

## VII. OTHER POLICIES AND PROCEDURES

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### Health Procedures

Maimonides maintains a health office in both the Brener and Saval buildings, staffed by registered nurses. The nurse is located in the **Brener** Building from 8:30 am to 2:30 pm and in **Saval** on the lower level from 1:00 to 5:30 pm. If a student needs to go to the Brener building, he or she must sign out of the Middle School office before doing so. The nurses are employed by the school to maintain health records; to communicate health concerns between parents, students and appropriate staff; to formulate and maintain school health policies; and to take care of student health care needs that arise during school hours. The nurses may participate in informal health teaching throughout the school and collaborate with the science teachers on certain lessons.

The nurse uses a set of “standing orders” to guide practice, which have been approved by the school’s consulting physician. Standing orders and health protocols are kept in the nurse’s office. If a student experiences a minor illness or injury he/she is sent to the school nurse who will evaluate the health complaint, perform an appropriate physical examination, and implement the appropriate nursing intervention in accordance with standing orders. Parents will be notified of any significant findings and nursing actions, as well as recommendations for necessary follow-up care.

Any significant illness or injury that occurs during school hours is reported to the child’s parents as well as to the principals. In the case of significant injury that requires medical follow-up, an accident report will be filled out by the faculty member who was present and the school nurse or designated school personnel who cared for the child. The school nurse or designated school personnel will follow up with a phone call to the family to ascertain the outcome of the medical visit. No sick or injured child is left unattended or sent home alone.

Designated faculty and staff have been trained and certified in CPR, as well as in Epipen administration for children with documented severe allergic reactions. Office staff members provide basic first aid in the absence of the school nurse, but they are unable to administer medication. When students leave school for field

trips, the accompanying faculty will be provided with first aid kits by the school nurse.

**Emergency Information:** Emergency information containing parents' phone numbers and emergency contacts are kept in the health offices as well as the administrative office of each building. In case of a serious emergency, school personnel will call 911 and will escort your child to the emergency room at Children's Hospital via ambulance. Parents will be notified immediately at the contact numbers provided on emergency information forms. The child's physician will be notified. The school must have emergency information about each student updated annually. Emergency cards are also taken on trips off campus.

Students will not be permitted to attend school if a current emergency card is not on file.

**Health Forms:** Maimonides School requires parents to fill out and submit a student health history and physician's health examination with documented immunizations upon admission to the school and in seventh and tenth grade for each child. It is very important for student health forms to be filled out completely and to include physician information in case of emergency. Please request an additional form to be filled out by the parent if your child has asthma and/or severe allergies requiring an EpiPen so we may provide optimal care for your child. Complete physical exams are also required annually for any student participating in a school sport and must be dated within 13 months of the beginning of that sports season. Any student who attempts to participate in a school sport without turning in a current physical exam will be penalized one game for every game played without a physical exam on file (according to the MIAA handbook).

**Immunizations:** A state compulsory school immunization law requires students to be vaccinated. Exemptions are permitted for medical and religious reasons with appropriate documentation. *Student immunizations must be up to date and fully documented or students will not be allowed to attend school.* Forms should be sent in to the school nurse before the beginning of the school year.

**Illness:** Children should not attend school if ill. Parents contribute to the general health of the school community by keeping sick children at home. *Students with fever* (of 100 degrees or higher), *diarrhea or vomiting should remain home for at least 24 hours following these symptoms.* If a student has a contagious condition, such as strep throat, they should not return to school until they have been on antibiotics for 24 hours. It is important the school nurses be notified if any student has a contagious condition. The nurses are responsible for tracking medical illnesses in the school, for minimizing student exposure to controllable health risks, as well as for notifying parents when necessary if their children have been exposed to contagious conditions.

**Medications:** In accordance with state law both prescription and over the counter medications must be stored securely in the nurse's office. Under specific conditions, an agreement between the school nurse, a child's parent and a child's physician can be made to allow a specific child to carry a specific medication under the school nurse's supervision (i.e., asthma inhalers or EpiPens).

- **Regular Medications:** If your child needs to be given medication on a regular basis during the school year, then you must fill out a parental consent form and have your child's physician complete our school's physician medication order

form and submit these forms to the school nurse. New forms are needed at the beginning of each academic year, as well as when changes in medications are necessary. These forms are available in the nurse's office or on the school website ([www.maimonides.org/health](http://www.maimonides.org/health)).

- **Short-Term Medications:** If medications are to be given for a specified short term period, such as antibiotics, a physician's order form is not necessary. The pharmacy label on the medication container is sufficient. However, a parent consent form must accompany the medication. The appropriate forms are available in the nurse's office.
- **Non-Prescription Medicine:** A note from the parents specifically permitting the school to give the medicine and specifying the child's name, the name of the medication, the dates to be given, and the dosage must also accompany over-the-counter medications. All over-the-counter medication that you wish to have available for your child except for Tylenol, Advil, Tums, and Benadryl must be supplied by parents to the school health office in its original packaging. Students may not keep ANY over-the-counter medications in their lockers or backpacks. All over-the-counter medication taken at school must be administered by a nurse.
- **Inform the Nurse:** In the interest of safety, we ask that parents keep the nurses informed of all medications students may be taking, even if they are not dispensed at school. In the case of a medical emergency it may be essential for the nurse to have this information.
- **Medication Labels:** You or a responsible adult whom you designate should deliver medications to the school in a pharmacy- or manufacturer-labeled container. The nurse cannot legally give your child medicine from containers without the aforementioned labeling. You can ask your pharmacy to provide separate labeled bottles for school and home for no extra cost. No more than a 30 day supply of the medicine should be delivered to the school. Leftover medications may be picked up by the parent, or will be disposed of by the school nurse after a reasonable period of time.
- **Year End:** All medications must be picked up from the health office by parents by the last day of school. Remaining medication will be disposed of by the nurses.

**Communication:** Open communication between parents and the school regarding health issues enhances our ability to provide appropriate care for your child. The nurses are available to discuss your child's health concerns in the fall before school begins, or at any other time throughout the year.

## Traffic and Parking Procedures

To ensure the safety of our students and neighbors, and to ensure a smooth flow of transportation, we ask that you travel on Philbrick and Clark Roads as if they were one-way streets—toward their intersections with Route 9. Please do not enter these streets from Route 9. But remember that these are not legally one-way, so please ensure that there always is a lane for neighbors' cars or emergency vehicles coming toward you.

The following are always prohibited:

- Double-parking, parking on the sidewalk
- Stopping in the middle of the street
- Using neighborhood driveways for any purpose
- Parking anywhere in the school driveway
- Parking on Philbrick Road next to the flagpole island

Also, out of consideration for our neighbors, please avoid the following:

- Parking on the residential side of Philbrick Road
- Parking on either side of Clark Road

In the morning for drop-off and at pick up in the afternoon, please follow the directions of the security guard and pull all the way forward when entering the Saval driveway. Drive slowly and be alert.

## IN CONCLUSION

תורה פרוקי אבות

משה קבל תורה מסיני, ומסרה ליהושע

*Moshe received the Torah from Sinai and transmitted it to Yehoshua.*

We are privileged for the opportunity to continue transmitting Torah and traditions to your children and preparing the next generation to do the same. May we all merit God's blessings as we partner together in the education and growth of our students.

We look forward to an outstanding year!

**שנה טובה!**

## Appendix: Who(m) To Call For What 2010–11

These are SUGGESTED first point(s) of contact for a variety of school topics. All of our faculty members are open to parent questions at any time and will make an effort to guide you toward the best resource(s) for your area of inquiry. When in doubt, call the Middle School office, x200.

The main number is **(617) 232-4452**.

Topic	Suggested Middle School Resource
Absence (reporting)	Call main # and press 5 to report
Academic policies	Rabbi Yaakov Jaffe x121 or Judith Boroschek x118
Academic records	Karen Bell x200
After School program	Deborah Mehl x305
Arts education	Susana McDonnell x186

<b>Topic</b>	<b>Suggested Middle School Resource</b>
Athletics (participation, scheduling)	Hal Borkow x112
Assignments	See Homework
Bar/bat mitzvah scheduling	Email maimosimchalist@gmail.com or see online simcha calendar (password-protected): <a href="http://www.maimonides.org/pwDocs/simchaCalendar.php">www.maimonides.org/pwDocs/simchaCalendar.php</a>
Behavioral questions (concerns, observations, inquiries)	Brian Cohen x201
Billing	See Tuition
Bus/transportation (routes/service)	Merv Alge, Director of Operations x427
Bus/transportation (billing)	Arline Tannenbaum, Operations Administrator x425
Bus/transportation (report absence)	Karen Bell x200
Calendar	Karen Bell x200
Camp recommendations	Rabbi Dov Huff x209
Change of address	Karen Bell x200
College selection/application process	College Counseling Office: Tamar Gelb x125 or Christopher Dore x117
Curriculum questions	Judaic Studies: Rabbi Yaakov Jaffe x121; General Studies: Judith Boroschek x118; or Barry Ehrlich, Director of Curriculum & Instruction (Gr. K-12) x119
Dietary/medical concerns	See Health Concerns
Development (fundraising)	Josh Sandler, Development Officer x410 or Mike Rosenberg, Director of Community Relations x405
Developmental concerns	See Student Support
Dress code	Brian Cohen x201 or Stephanie Samuels x254
Extracurricular activities	Deborah Mehl x305
Family issues (reporting)	Brian Cohen x201 or Ashley Marx, MS Social Worker x206
Financial Aid	Arline Tannenbaum, Operations Administrator x425
Fundraising	See Development
Grading policy	Classroom teacher
Grandparents & Special Visitors Day	Mike Rosenberg, Director of Community Relations x405
Halachic questions	See Religious Questions/Issues
Hebrew language	Galit Grutman, <i>Rakezet Ivrit</i> /Director of Hebrew Language (Gr. K-12) x137
Health concerns	Eleanor Weintraub, Nurses (Saval Campus) x419
Homework	Classroom teacher, or check online work calendars
Israel programs	Rabbi Dov Huff x209
Lateness	Call main # and press 5 to report
Learning disabilities	See Student Support
Lost & found	Merv Alge x427
Lunch (forgotten, etc.)	Karen Bell x200
Medical issues (reporting)	See Health concerns

<b>Topic</b>	<b>Suggested Middle School Resource</b>
Music program	Emily Bilodeau x374 or Deborah Mehl x305
Parking	Merv Alge, Director of Operations x427
Physical issues (reporting or inquiring)	See Health concerns
Placement decisions (e.g., honors vs. regular)	General Studies: Judith Boroschek x118; Judaic Studies: Rabbi Yaakov Jaffe x121
Prospective student recruitment	Ariella Brunwasser, Director of Admissions x409
PTA	2011-12 Co-Presidents Tami Wald / Shari Lederman (see family phone directory)
Religious questions/issues	Rabbi Dov Huff x209 or Rabbi Yaakov Jaffe x121
Remedial learning	See Student Support
Report cards (copies/online access)	See Academic Records
Report cards (content)	Classroom teacher or grade dean
Schedules	Karen Bell x200
Simcha scheduling	See Bar/Bat Mitzvah Scheduling
Social/emotional concerns	Brian Cohen x201 or Ashley Marx, MS Social Worker x206
Special needs	See Student Support
Standardized testing (ERB)	Rabbi Dov Huff x209 or Judith Boroschek x118
Standardized testing (SAT, ACT)	College Counseling Office: Tamar Gelb x125 or Christopher Dore x117
Student progress	Classroom teacher or grade dean
Student support	Brenda Hefter x106
Tardiness	See Lateness
Transcripts	See Academic Records
Tuition	Arline Tannenbaum, Operations Administrator x425
Tutoring (recommendations)	See Student Support
Volunteering	See PTA or refer to specific areas in which you are interested in volunteering
Website (content or format)	Naomi Ribner, Director of Communications x417







